

3. Reference information

3.1 Organizational operating structure

- Library steering committee

Library director : Naohiko TANAKA

Members : Kazumi TSUNODA, Keiko KAWAGUCHI, Koji FUKUI, Kyoko HIDAKA, Hitoshi KUWATA, Yasushi SAKUYAMA, Miyoko HIRASHIMA

Based on rules, the library steering committee consists of a library director, two professors from the College of Engineering, one professor from the College of Systems Engineering and Science, one professor from the College of Engineering and Design, one professor from the School of Architecture, one professor from the Graduate School of Engineering and Science, and one staff member from the library.

Term : Director 1st Apr. 2018~31st Mar. 2021 (including academic appointment)

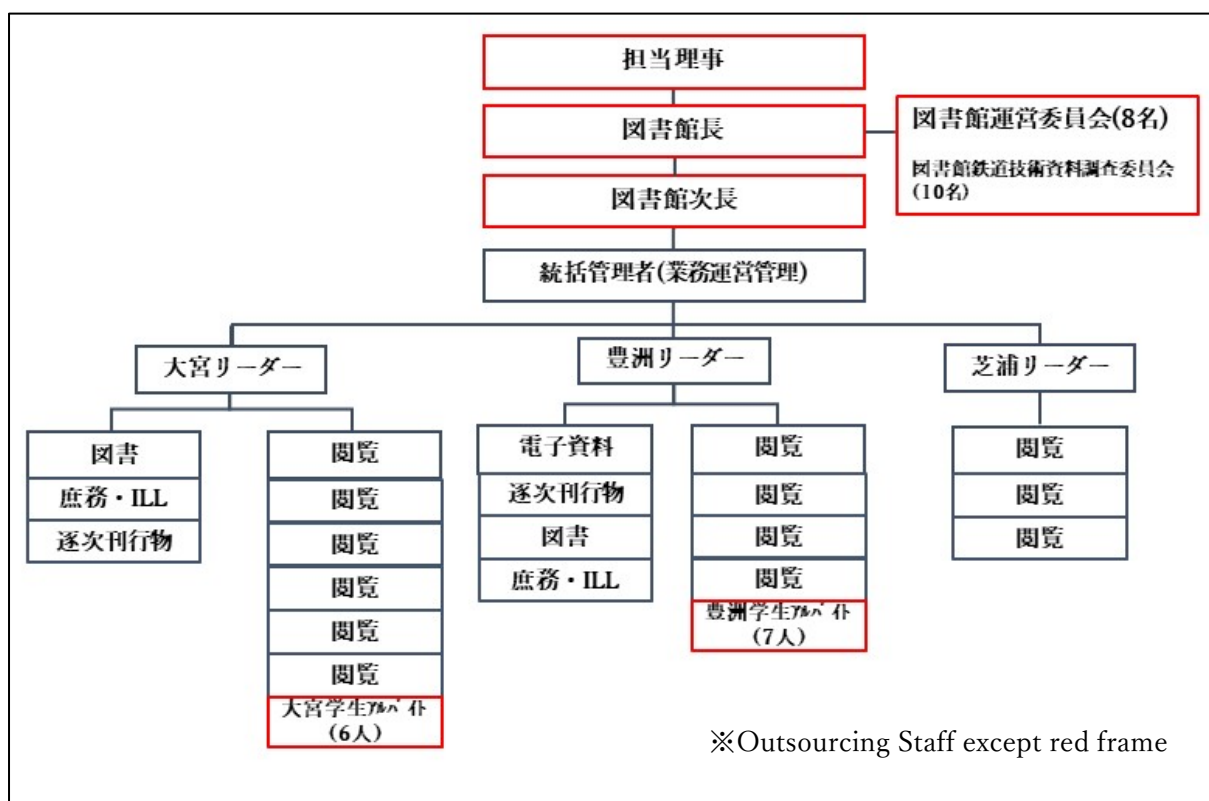
: Members 1st Apr. 2020~31st Mar. 2022

Library Research Committee of Railway Technology Material

University members: Six persons; Outside university members: Four persons

Term: 1st Apr.,2019~31st Mar. 2021(Activities are ongoing from the previous year)

- Library organizational chart



- Aims for Fiscal Year 2020

Serving as a library within a Model School for Global Science and Engineering Education

1. Strengthening of library functions as a support organization for study and research

(1) Conducting surveys and analyzing data to improve usage

- Strengthen human support and guidance, and introduce how to use materials and information
- Analyze questionnaires and take action to improve them. Conduct web-based 'library satisfaction surveys' and questionnaires. Analyze the needs of users, including teachers and international students, and expand the collection of materials.
- In preparation for the completion of the Faculty of Architecture, we aim to increase the number of materials for graduates and the collection to 20,000 foreign books.

(2) Transmission of library information (expansion of publicity, visualization of library work)

- Publication of the second edition of the library's annual report and posting on the website to make our activities more visible.

2. Activities to promote the use of e-journals to support research activities

- Collaboration with relevant departments to publicize the effectiveness of e-journals
- Create an accessible environment and strengthen the promotion of the use of e-resources

3. Promotion of library utilization for job-hunting activities

- Updating and collecting the most up-to-date and accurate materials, as well as strengthening cooperation within the university to promote the use of job-hunting materials.
- Organize information sessions on job hunting-related databases, with the aim of increasing their use by lower year of students.

Activity list of library steering committee for FY2020

Month	Contents
1 Apr.	Inauguration of the Library Steering Committee for FY2020
2	Books and photocopying lending service (by home delivery) as a measure to prevent the spread of COVID-19
3 May	Limited opening of the library as a measure to prevent the spread of COVID-19
4	Latest version of Limited opening of the library as a measure to prevent the spread of COVID-19
5	Limited opening of the library on 1 st June
6 Jun.	Japan Library Association "Library Survey"
7	Revision of "Limited opening of the library" as a measure to prevent the spread of COVID-19
8 Jul.	Purchase schedule for academic journals and e-resources in FY2021
9	Library opening hours during the summer vacation (limited opening)
10	The 2nd Japanese e-Book Tasting and Book Garden
11 Aug.	Publication of the second issue of the Library Annual Report
12	Disposal property books
13	Library materials for FY2020 mid-semester conference
14	Library tour at Omiya campus
15	Library system support for CAT2020
16	Omiya campus tour of the Department of Electrical Engineering
17	Usage trends of book home delivery service as a measure to prevent the spread of COVID-19
18 Sep.	Latest (second semester) limited library opening as a measure to prevent the spread of COVID-19
19	Library tour at Toyosu campus
20	Conducting of FY2020 Library Satisfaction Survey
21	Request for cooperation in conducting a library satisfaction survey
22	Trial launch of the online version of the architectural magazine "Shinkenchiku"
23	Seminar materials on Open Access
24 Oct.	Library survey of Academic Information Infrastructure in FY2020 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)
25	Library access for undergraduates from November
26	Free distribution of disposal materials
27	Web-based Book Garden
28	Limited opening of the library <Eliminating the limit on the number of simultaneous visitors>
29 Nov.	Publication of the Library Newsletter "OH! MY LIB CAFE No.39"
30	Publication of library work reports

31		Donation of thesis outline books
32		Guidance on using the university library for SIT junior and senior high school students
33		Limited opening of the library as a measure to prevent the spread of COVID-19 <Suspension of easing of use and maintenance of the current restrictions >
34	Dec.	Response to questionnaire on approaches under COVID-19 to the council of universities union in Saitama
35		Change of supplier for doctoral and master's thesis media
36		Purchase of academic journals and e-resources in FY2021
37		Preliminary Report for 2020 Library Satisfaction Survey – Free Writing Section
38		Aggregation of 2020 Library Satisfaction Survey
39		Changes to library opening hours following the declaration of a state of emergency in the Tokyo Metropolitan Area
40	Jan.	Issuing library cards for graduates
41		Prize for Best Reader FY2020
42		Book delivery service for graduates
43	Feb.	Guidelines for restricting activities to prevent the spread of COVID-19 (library opening hours according to phase)
44		Submission of the Toyosu Library Extension (Draft)
45		Use of Omiya Library Group Study Room for "Everyday English" class in FY2021
46		Application approval for book delivery service for graduates
47		Continuation of the Research Committee for Library and Railway Materials
48		Cabinet Decision on a Bill to Amend Part of the Copyright Act by Ministry of Education, Culture, Sports, Science and Technology, Promotion Bureau
49	Mar.	Notice of reorganization and internal transfer for 2021
50		Recent copyright measures relating to education and research by Copyright Division, Agency for Cultural Affairs
51		Library materials for the beginning of term meetings of the whole university in FY2021